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ANNUAL REPORT
OF
THE COLLEGE OF CHARLESTON
TO THE
GENERAL ASSEMBLY

JULY 1, 1971 — JUNE 30, 1972



**Printed Under the Direction of the
State Budget and Control Board**

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ADMINISTRATIVE OFFICERS

President's Office

Theodore S. Stern	President
Thomas Hamby	Assistant to the President
Alan LeForce	Director of Athletics
John McCartney	Director of Administrative Services
Larry Davis	Property Management

Academic Affairs

C. Hilburn Womble	Vice President for Academic Affairs and Dean of the College
George E. Haborak	Assistant Dean of the College
Thomas A. Palmer	Director, Division of Community Services
Ellis Hodgins	Librarian

Student Affairs

William L. Brinkley, Jr.	Vice President for Student Affairs
Boyce V. Cox, Jr.	Dean of Students
Richard C. Crosby	Director of Counseling
Frederick W. Daniels	Director of Admissions
Fleetwood Albrecht	Director, Financial Assistance and Veterans Affairs Officer
Sallie T. Hydrick	Registrar
Edwin Tracy, M.D.	Director, Health Services
Derk VanRaalte	Placement Counselor

Alumni and Development

Willard A. Silcox	Vice President for Alumni and Development
Gregory Prior	Director of Development and Public Relations

Business Affairs

J. Floyd Tyler	Vice President for Business Affairs
John H. Vinson	Assistant to the Vice President
Ray C. Clark	Director of Physical Plant
Hoyt Kiser, Jr.	Personnel
Nicky Pappas	Bursar
Annie W. Patrick	Director of Food Services
J. Samuel Ruff	Director of Purchasing

Institutional Research

Vernon G. Rivers	Vice President for Institutional Research
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FY 1971-1972 ORGANIZATIONAL CHANGES

With the approval of the State College Board of Trustees, the following positions were established and filled:

Director of Academic Planning and Program Funding

Director of Student Counseling and Placement

Director of Administrative Services

Director of Health Services

Director of Counseling

Director of Placement

DOCUMENTS PUBLISHED BY THE COLLEGE

College of Charleston Bulletin (The College Catalog)

College of Charleston Student Handbook

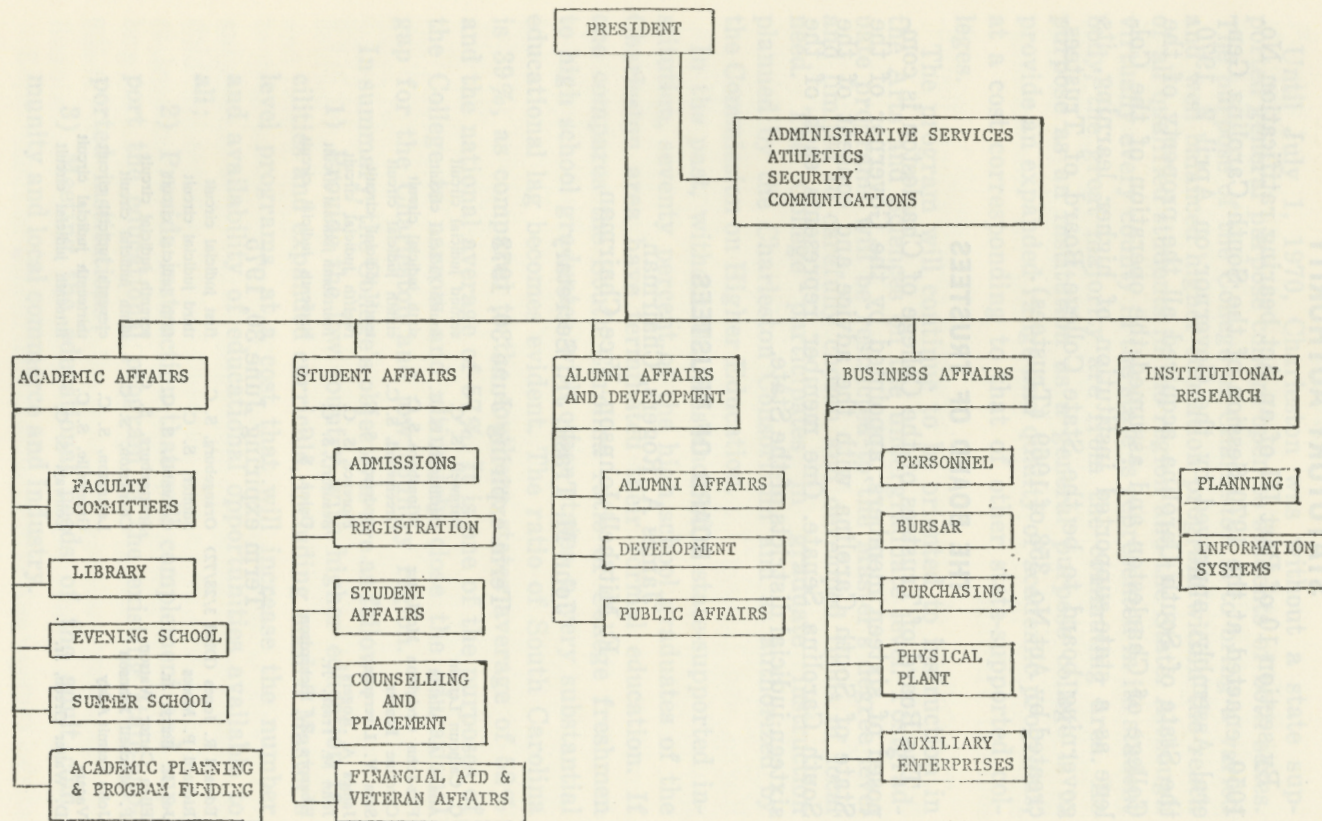
College of Charleston Evening Program

College of Charleston Summer Program

College of Charleston Directory (Addresses and Telephone Numbers)

Student Newspapers

College of Charleston Newsletter (For the Alumni and friends of the College)



STATUTORY AUTHORITY

By section 10 of Part III of an Act bearing ratification No. 1050, enacted at the 1970 Session of the South Carolina General Assembly, approved by the Governor on April 2, 1970, the State of South Carolina acquired all the property of the College of Charleston and assumed the operation of the College as a state-supported institution of higher learning, its governing board to be the State College Board of Trustees, created by Act No. 353 of 1969 (Trustees).

THE BOARD OF TRUSTEES

The Board of Trustees of the College of Charleston is composed of sixteen members, appointed by the Governor of the State of South Carolina with the advice and consent of the South Carolina Senate. One member represents each of the sixteen judicial districts of the State.

BOARD OF TRUSTEES

James A. Rogers, Chairman

F. Mitchell Johnson, Vice Chairman

John M. Trask, Jr., Secretary

Term expiring June 30, 1973

C. Calhoun Lemon	Barnwell, S. C.	second judicial circuit
Allard A. Allston	Darlington, S. C.	fourth judicial circuit
Fitz-John Creighton McMaster	Winnsboro, S. C.	sixth judicial circuit
Caroline Beaver	Greenwood, S. C.	eighth judicial circuit
Sara V. Liverance	Anderson, S. C.	tenth judicial circuit
James A. Rogers	Florence, S. C.	twelfth judicial circuit
John M. Trask, Jr.	Beaufort, S. C.	fourteenth judicial circuit
Eleanora R. Richardson	Union, S. C.	sixteenth judicial circuit

Term expiring June 30, 1975

Edward R. Jones (Died 3/28/72)	Orangeburg, S. C.	first judicial circuit
Richard P. Moses	Sumter, S. C.	third judicial circuit
Joe E. Berry, Jr.	Columbia, S. C.	fifth judicial circuit
Ellen Carter Watson	Spartanburg, S. C.	seventh judicial circuit
F. Mitchell Johnson	Charleston, S. C.	ninth judicial circuit
John Kermit Addy	Lexington, S. C.	eleventh judicial circuit
Vacant	Greenville, S. C.	thirteenth judicial circuit
D. Walter Green, Jr.	Conway, S. C.	fifteenth judicial circuit

PURPOSE

Until July 1, 1970, Charleston was without a state supported general purpose college open to students of both sexes. The purpose of the College of Charleston is to bring a varied and well balanced higher education program within the reach of all qualified students in the region and the State. Although virtually every county in the state is represented in its student body, the great majority are from the commuting area. Its purpose as an institution as a general purpose college is to provide an expanded range and quality of academic programs, at a cost corresponding to that of other state-supported colleges.

The program will continue to be oriented to instruction in the Arts and Sciences on the undergraduate level. Postgraduate programs will be restricted to the Master's degree level and limited to carefully chosen and developed fields of local need. The College participates in graduate instruction planned by the Charleston Consortium and as authorized by the Commission on Higher Education.

In the past, without the existence of a state-supported institution, seventy percent of the high school graduates of the Charleston area have terminated their formal education. If one compares the South Carolina ratio of College freshmen to high school graduates with other states, a very substantial educational lag becomes evident. The ratio of South Carolina is 39%, as compared to the southern states average of 52% and the national average of 57%. It is one of the purposes of the College to narrow and ultimately close the educational gap for the Charleston and low country region.

In summary, the College's objectives are as follows:

- 1) Provide the low country with higher education facilities and expanded curricula, including needed Master's level programs, at a cost that will increase the number and availability of educational opportunities available to all;

- 2) Provide instruction that will complement and support the educational program of the existing state-supported institutions;

- 3) Meeting the educational needs of the adult community and local commerce and industry.

HISTORY

The College is located in historic Charleston and began its corporate existence March 19, 1785, although, in fact, the College had been founded fifteen years earlier in 1770.

Classes at the newly established College of Charleston began July 3, 1785. In 1794, the first degrees were conferred.

In the mid-1820's, the College of Charleston became the first municipal College in the United States. It is the twelfth oldest college in the United States and the oldest college south of Virginia.

The College of Charleston became a co-educational institution in 1918.

The College is rich in tradition and history, and its graduates enjoy national prestige in countless areas of public life. Among its alumni, the College of Charleston lists men of letters such as Edward McCrady, James DeBow, Paul Hamilton Hayne, and Ludwig Lewisohn. Other alumni well-known in public life have been Frank Blair, network news commentator; the late Congressman L. Mendel Rivers, Chairman of the Armed Services Committee; Joseph Earl Jacobs, ambassador; Paul Ehrman Scherer, prominent theologian, Josephine Lyons Scott Pinckney, authoress; Burnet Rhett Maybank, Mayor of Charleston, Governor of South Carolina, and United States Senator from South Carolina; John Charles Fremont, explorer and candidate for the presidency; Herbert Ravenel Sass, author; William Steen Gaud, Executive Vice President, International Finance Corporation; and Dr. Webb Edward Haymaker, senior scientist and Director, Life Sciences, NASA, and neuropathologist with the Armed Forces.

On July 1, 1970, the College of Charleston became part of the higher educational system of the State of South Carolina and has entered into a new phase of history, a phase in which its growth has been far more rapid than any experienced in the past. As a State Agency, the College has expanded and provided new majors and course offerings to better serve the student, the community and the state.

The College's accreditation was reaffirmed in 1965.

ACADEMIC AFFAIRS

Faculty

During the year 1971-1972 the faculty of the College of Charleston numbered 61 full-time members. Its instructional program was further supplemented by 44 persons serving part-time, to a total full-time equivalent faculty of 80.34. Of full-time faculty, 73 held terminal degrees. The faculty-student ratio for the Fall semester was 18.25:1. One additional member was added to the full-time faculty during the Spring semester.

Courses of Study

Instruction in geology and astronomy, discontinued for around thirty-five years, was resumed in 1971-1972, with the offerings in both well supported by student demand. Major programs of concentration are offered in the following fields: biology, business administration, chemistry, classics, economics, elementary and secondary education, English, fine arts, French, German, history, mathematics, philosophy, physics, political science, psychology, and sociology. The major in fine arts was added in 1971-1972.

Special Instructional Activities

In 1971-1972 the College of Charleston conducted a twelve-month program for 84 high-school dropouts in conjunction with the Neighborhood Youth Corps. In the Career Opportunities Program, a cooperative venture between the College and the Charleston County School District, 60 elementary school aides received training of 10 college courses each. The College's New Careers Program afforded training of three college courses each to 40 paraprofessionals employed by city, state, and federal agencies.

In a special, and highly successful pilot project, the College cooperated with the Coastal Rehabilitation Center and the Charleston School District in providing the instruction of 12 teacher assistants to work in the area of mental retardation.

Under Title III, ESEA Act of 1970, the College furnished special training for selected area teachers in working with the linguistically different child.

Especially gratifying to the College was the success of its

program of In-Service Training for Teachers. Courses in education needed by teachers serving in local schools were scheduled in the late afternoon. Over 700 local teachers took 1,014 courses.

LIBRARY

Physical Facilities

On May 15, 1972 the Library moved from the old Towell Library into the new Robert Scott Small Library. This new facility provides for the following:

- A. Gross footage of _____ 34,900 sq. ft.
- B. Assignable space of _____ 28,400 sq. ft.
(81 of gross area)
- C. Shelving capacity for _____ 122,000 volumes
- D. Seating for _____ 530 students
- E. Work space for a staff of
16 full time persons plus 30 part time Student assistants

The Collections

- A. Total number of volumes as of
July 1, 1971 _____ 40,647
Total number of volumes added
during FY 1971-1972 _____ 38,717
Total size of collection as of
July 1, 1972 _____ 78,864
- B. Periodicals
Subscriptions held July 1, 1971 _____ 400
Subscriptions added FY 1971-1972 _____ 230
Total subscriptions as of
July 1, 1972 _____ 630
- C. Microform Collection
Microform acquisitions include a complete run of the *New York Times* and purchase of approximately 20,000 micro-books in microfiche form (*Library of American Civilization*).
- D. Federal Documents
The Library is a select depository. Document acquisition has increased by 200%.

SUMMER SESSION

The College of Charleston conducts two summer terms of slightly over five weeks each. Courses are offered by all departments of the College and are designed to provide a wide selection of both required and elective courses.

Enrollment in the summer program is growing. During the summer 1971-1972 credit hour production was 18% of the academic year total.

Students may earn a maximum of six semester hours in each summer session, or, if enrolled in a laboratory course they may earn as many as seven hours of credit. Incoming freshmen, regular students, and qualified students from other institutions are eligible to attend the College's summer program.

Plans are being formulated to accommodate an anticipated increase in students for 1972-1973. The Summer Program is expected to show a steady annual growth as the base of full-time students continues to increase at the College of Charleston.

EVENING PROGRAM

The College of Charleston conducts an Evening Program during each regular academic semester and, in addition, a ten-week summer Evening semester. Lower level courses in most disciplines are offered in the Evening program as well as a selection of those upper-level courses most in demand.

The Evening Program of the College of Charleston has met with increasing acceptance by the Community, with an increase in enrollment in 1971-1972 over 400% that of 1970-1971.

STUDENT SERVICES

Student Financial Aid

The College participates in the Financial Assistance Programs of the Higher Education Act, which includes loans, grants, and campus work-study. In addition, a number of endowed scholarships are awarded by the College Foundation using both academic achievement and financial need as criteria. During the 1970-1971 year, three hundred and four students received financial assistance amounting to \$288,936.

Residence Halls

During 1971-1972, the College operated a 96 bed Men's Residence Hall and a 102 bed Women's Residence Hall. Rooms are normally occupied by two or more students.

The College furnishes a bed with mattress (twin size beds), a chest of drawers, a desk and a chair. Students may provide draperies or additional decorations. Each dormitory room has a telephone and students are allowed to make campus, local, and collect long distance calls. Long distance calls can also be received. Cost of the telephone is included in the posted room rates.

Residence Hall Counselors and staff plan and maintain an active residence hall program and conduct periodic inspections of rooms for sanitary and safety conditions, unauthorized property and damages to property in order to properly maintain College property and to help make dormitory life both pleasant and conducive to study.

Food Service

The College operates a cafeteria with seating for 95 and takes pride in the quality and variety of food provided. Additionally, two snack bars and a variety of vending machines are maintained.

Health Service

The College of Charleston provides Health Services to students while attending the College. The College employs a physician and a nurse, who provide for office call services, twenty-four hour emergency call service, limited laboratory tests, referrals to local physicians and the loan of certain equipment such as crutches and canes. During the 1971-1972 academic year, more than 800 students were treated for illness.

Security Department

To provide for the safety and welfare of students, faculty, and staff, a security department has been established. Service to the individual and to the College in general is their continuing goal. This service is provided through protection, preventive measures, enforcement of rules, regulations, and laws, and traffic regulation and supervision on College property. The Security Office also maintains the lost and found department.

Student Guidance Service

The Student Counseling Office provides assistance and advice over a wide variety of topics and student problems which include choice of a major field, career choices, academic or study problems or counseling for confidential personal problems. Individual testing for ability, aptitude, personality and interest is also available in a confidential setting.

Students wishing to obtain College credit by means of College Level Examination Program (CLEP) may take these examinations at the Counseling Office.

The Counseling Office maintains a library of pamphlets on jobs and professions. These booklets outline the training needed, possible salaries and general information about the particular field. Students are allowed to check out these pamphlets for use at home.

The College of Charleston has recently established a Veterans Affairs Office which provides veteran counseling. As of October 31, 1971 the number of Veteran students was 74.

Placement Office

The Placement Office offers assistance to seniors and graduates seeking career positions and to students desiring part-time or summer off-campus employment. A library of business and industrial recruiting material, as well as graduate school catalogues, is maintained by this office. Career and pre-interview counseling are available through this office in conjunction with the Director of Counseling. Additionally, the Placement Service assists faculty members in aiding students applying for graduate school admission. FY 1970-1971 is the first year that the College has had an organized Placement Office.

Bookstore

The College operates a campus bookstore providing an organization through which books, instructional supplies and related materials needed in the educational process are made economically available to students, faculty and staff, efficiently and conveniently.

STUDENT ACTIVITIES

Life at the College provides many opportunities for the student to develop his interests and talents outside the regular course of study. Students have the opportunity to participate in dramatics, music, debate and discussion, creative writing, and athletics. Members of the faculty appointed by the College administration act as advisers to various groups.

Organizations on campus:

Student Government Association

Each student who enrolls at the College automatically becomes a member of the Student Government Association. The organization is based on mutual cooperation between students, faculty, and administration. The Student Government Association is made up of a legislative Council in which elected class representatives participate, an executive board composed of student body officers, and a judicial branch. Only the representatives of these three branches are voting members of the student government. The student government promotes activities on campus and cooperates in building a better College.

Sigma Alpha Phi

Sigma Alpha Phi is an honorary scholastic fraternity which aims to promote academic excellence among students. Membership is limited to juniors and seniors.

Alpha Kappa Gamma

Alpha Kappa Gamma is a national honorary fraternity for women students. It is composed of outstanding leaders on the campus.

Student Publications

THE COMET - The College of Charleston's yearbook is known as the COMET. Its editors are selected by the Publications Board and the staff is selected by the faculty advisor and the editors. The COMET first appeared on campus in the early twenties.

THE METEOR - THE METEOR is the student newspaper which acts as the news and editorial voice of the student body.

Its editor is selected by the Publications Board. It appeared on campus in 1936.

THE PHOENIX - The literary magazine of the College is known as **THE PHOENIX** and publishes students' writing—both poetry and prose. Writers are encouraged to contribute and the editor is selected by the Publications Board. Staff members are chosen more for their organizational abilities than their writing.

Chrestomathic Literary Society

The Chrestomathic Literary Society founded in 1848 is the oldest Literary Society of continuous existence in the South. Topics of current as well as literary interest provide stimulation and an interchange of ideas among its members.

Circle K

An organization formed to promote standards of leadership and scholarship through service to the College of Charleston and the Charleston community. It belongs to the Circle K International and is sponsored by the Charleston Club of Kiwanis International.

Athletic Association

The Athletic Association is self-supporting. Throughout the year programs are sponsored to promote school spirit and enthusiasm for the various athletic teams.

Young Democrats

The Young Democrats were formed to promote the ideals of the Democratic Party and to stimulate student interest in student affairs.

The College of Charleston Republicans

The College of Charleston Republicans was designed to promote the Republican Party and to interest students in its platform.

Interfraternity Council

The Interfraternity Council is made up of two representatives from each of the three fraternities on campus.

Alpha Tau Omega

Alpha Tau Omega was founded as a national fraternity in 1865; the College of Charleston Chapter, Beta Xi was established in 1889.

Kappa Sigma

The chapter of the national fraternity was installed at the College of Charleston in 1970.

Pi Kappa Phi

This national fraternity was founded at the College of Charleston in 1904.

Panhellenic Council

The Panhellenic Council is composed of three delegates from each sorority and its main purpose is to maintain on a high plane fraternity life and inter-fraternity relations at the College of Charleston.

Chi Omega

Chi Omega was founded as a national fraternity in 1895; the College of Charleston Chapter, Zeta Gamma was established in 1928.

Delta Delta Delta

Alpha Nu, the chapter at the College of Charleston, was established in 1931.

Phi Mu

Alpha Kappa Chapter was established in 1939.

Zeta Tau Alpha

Zeta Lambda Chapter was established in April, 1972.

Afro-American Cultural Festival Committee (AACFC)

The objective of the AACFC is to help people in the Charleston and surrounding area to become more aware of Black contributions to the development of American culture. This will be done primarily through a Black Cultural festival depicting Black culture.

Denominational Groups

Several groups are composed of men and women students who find a community of interest in churches of which they are members. Almost all of these societies are affiliated with regional or national organizations and each makes a contribution to the spiritual welfare of its members.

ATHLETICS

In its second year as a state supported school, the College of Charleston established a limited intercollegiate athletic program. A faculty committee advises on policy matters related to the development of the program.

Three full-time coaches were employed with responsibilities for the development of the athletic program, intercollegiate and intramural, under Alan LeForce, Director of Athletics and Head Basketball Coach. Willard Silcox, Jr. served as Tennis Coach and Director of Intramurals, and Robert Winters served with responsibilities as Assistant Basketball Coach and Golf Coach.

Full intercollegiate schedules in basketball, tennis and golf were played during the academic year 1971-1972, mostly in competition with other small colleges in our area. The College of Charleston Foundation provided limited scholarship funds for the athletic program.

The College used its own facilities for tennis and basketball, and received cooperation from local golf courses for use of their facilities.

An extensive intramural program was provided the student body. Included were basketball, softball, track and field day, volleyball, ping-pong, tennis, a surfing meet, badminton, bowling, golf, swimming, and cross country track. An Awards Night was held to recognize the various individual and team champions.

ALUMNI AFFAIRS AND DEVELOPMENT

The objective of the Department of Alumni Affairs and Development is to encourage maximum public awareness of and response to the programs of the College of Charleston. Its functions include alumni relations, public relations, and vol-

unteer fund raising activities for college projects or college related activities.

During 1971-1972 special emphasis was placed on extending the impact of College relations activities throughout the state. Meetings with alumni groups were held in the Beaufort, Aiken and Charleston areas. In addition, meetings of business leaders interested in the College were held in Columbia and Greenville.

An expanded program of hometown news releases was instituted to bring information on the activities of the College and its students to each county in the state. A special program on the growth and development of the College was produced in cooperation with the South Carolina Educational Television Network and aired throughout the state.

The publication of the College of Charleston Newsletter, which has a circulation of 4,500, was increased from two to three issues annually. The format of the College's internal publication, "Newsnotes", was revised and expanded and its circulation was doubled.

A major product of these activities is special support through voluntary contributions or grant assistance. This support is used either to defray the cost of the College Capital Improvement Program or to fund special college-related activities for which state funds are not available.

PHYSICAL FACILITIES

The College of Charleston's main campus comprises approximately three and a half city blocks bounded by Calhoun, St. Philip, Coming, George, and Glebe Streets. The buildings consist of the main administration and classroom building, the first increment of the Robert Scott Small Library, student health center, men's dormitory (96 beds), women's residence hall (104 beds), gymnasium, and various residences have been converted into 62 faculty and administrative offices and the President's residence. The College also operates a marine biological research facility on James Island at Fort Johnson.

Although the College has made significant improvements in the material condition of the College's physical plant (see conversions and renovations), the space for instruction and

administration spaces is old (the Main Building was built in 1827) and critically inadequate to accommodate the over 3,000 students now enrolled. New facilities and major renovation and repair of the existing plant are required to accommodate the current and projected student enrollment. To accommodate the present enrollment, the College currently leases 36 classrooms and three laboratories and 39 faculty and administrative offices. Additional facilities will have to be rented for the College year 1973-1974, and until the construction program catches up with the enrollment.

The capacity of the College's physical facilities must inevitably cause the primary limitation on the enrollment and will determine the rate at which the College can reach its goal of educational service to the region and the state.

CAPITAL IMPROVEMENTS

If the College of Charleston or any institution of higher education is to keep abreast of the ever changing needs of the society we serve then we must continue to improve and enlarge our physical plant by constructing new facilities and installing modern support equipment.

A Master Physical Development Plan has been published. The plan provides for the expansion of the College at its present location. The existing buildings will be brought to their maximum potential through rehabilitation and new buildings will be built for required academic and student facilities through a phased land acquisition program. An urban campus of approximately seven city blocks will be created. The new facilities are planned to make maximum use of the available land while enhancing the character of the existing campus and creating a learning atmosphere to support the educational process of the students. The College is preserving the traditional architecture and aesthetic appointments historically associated with its campus. The new designs complement the historical buildings in surface material, facade design and size. In its responsibility of area preservation, the College is careful to maintain and to emphasize its unique spirit and its proud heritage.

We have made dramatic progress during the past year in construction of new buildings and the renovation and rebuilding of existing facilities.

The Robert Scott Small Library is the first new academic building on the campus since the Towell Library was completed in 1856. During FY 1971-1972 \$8,185,000 has been expended or committed for academic facilities completed or underway. The Capital Improvement Projects are as follows:

NEW CONSTRUCTION

Robert Scott Small Library

Located along the college mall, the 38,000 square foot building contains three floors. The exterior walls are stucco over brick and concrete block masonry walls. The construction contract was let on February 10, 1971. Work was completed on May 16, 1972. The total cost of the project was \$1,200,000. The building was designed by the Charleston architectural firm of Simons, Lapham, Mitchell and Small. Palmetto Construction Company was the general contractor. M. Van Buren, Inc. of Charlotte, North Carolina did the interior decorating.

Dedication of the Robert Scott Small Library was July 18, 1972 at 6:00 p.m. on the College Mall. The structure is named for Robert Scott Small, a graduate of the College of Charleston in the class of 1936. In 1970, an honorary Doctor of Letters Degree was awarded him by the College of Charleston. Clemson University awarded him an honorary Doctor of Laws Degree in 1964. He is the chief executive officer of Dan River Mills, Inc.

Mr. Small has served the College as a trustee and as a member of the Board of Directors of the College of Charleston Foundation.

The design of the Library provides for expansion by the addition of wings on the north and south. This expansion will almost double the floor space and will meet the needs of an expected student body of 5,000. The pilings for the foundation of the second increment of the Library have been driven.

Burnet Rhett Maybank Hall

The three story 42,900 square foot Classroom Facility will provide 35 classrooms and 30 faculty offices. The average size per student station is 15 sq. ft. and in accordance with the Commission on Higher Education's recently approved Space Utilization Standards.

The Contract was awarded to Ruscon Construction Company on April 27, 1972 and construction began May 22, 1972.

The Charleston architectural firm of Cummings and McCrady designed the building. The construction budget is \$1,-494,000.

The structure is named for the late Senator Burnet Rhett Maybank who graduated from the College of Charleston in 1919. He served Charleston as Mayor from 1931-1939. He was elected governor of South Carolina and later went to the U. S. Senate in 1941 to fill the unexpired term of James F. Byrnes who left to take a seat on the U. S. Supreme Court.

Groundbreaking ceremonies were held at 10:00 a.m. July 11, 1972. The planned completion date is June 15, 1973.

The Burnet Rhett Maybank Hall will face the newly completed Library across the mall, with its north side on Calhoun Street and its rear along St. Philip Street.

Central Energy Facility

The one story 5,476 square foot building will provide centralized utility distribution and control systems for greater economy and efficiency.

The contract was awarded to Ruscon Construction Company on May 4, 1972 and construction began May 22, 1972. The planned completion date is March 19, 1973.

The architectural firm Geiger, McElveen, and Kennedy of Columbia, designed the building.

The total budget is \$1,700,000.

The Central Energy Facility will be located at the southeast corner of Calhoun and Coming Streets.

Women's Residence Hall

The four story 28,555 square foot residence hall addition will be connected to the existing dormitory at 15 College Street by a central entrance pavilion and will provide 103 beds for residents.

Bid opening was on July 19, 1972. The contract was awarded to Construction Service Company. The planned completion date is August 3, 1973.

The architectural firm of Geiger, McElveen, and Kennedy of Columbia, designed the building. The total budget is \$1,-100,000.

The Women's Residence Hall will be named for M. Rutledge Rivers. Mr. Rivers was the first honor graduate of the class of 1890 at the College, a trustee for 36 years and President of the Board for 15 years.

Science Center

The Science Center which will extend along Coming Street between Green and George Streets will be three stories high and contain 71,420 square feet with the auditorium 10,400 square feet which will face on College Street. The Science Center will provide 19 laboratories, 4 classrooms, and 20 faculty offices with space to accommodate classes in Astronomy, Biology, Chemistry, Computer Science, Geology, and Physics. It was bid on July 6, 1972. All bids received were rejected because of financial reasons. The project with the auditorium as an alternate item was rebid on July 19, 1972 with bid opening on August 22, 1972. The contract was awarded to Ruscon Construction Company on September 20, 1972 and construction of the Science Center and Auditorium began September 30, 1972.

The Charleston architectural firm of Lucas, Stubbs, and Long, Ltd. designed the building. The estimated completion date is November, 1973. The total budget is \$3,000,000.

Conversion and Renovation

Extensive renovations have been completed and work is in progress on others. The following summarizes the conversion of the buildings to their new uses and the progress of renovation:

	FROM	TO
2 Green Street (Bell House)	Family residence	Dean of the College's Offices and Registrar's Office
4 Green Street	Family residence	Faculty Offices—Biology Department
6 Green Street (Wagener House)	Family residence	Summer and Evening School Offices and Classrooms
10 Green Street (Aiken House)	Family residence	Classrooms
72 George Street	Family residence	Music Studios and Faculty Offices
74 George Street	Family residence	Fine Arts Studios and Faculty Offices
70 Coming Street	Family residence	Faculty Offices—Business Administration
72 Coming Street	Family residence	Faculty Offices—Education Department
5 College (Claus House)	Family residence	Classrooms, Laboratories and Faculty Offices
7 College	Family residence	Faculty Offices and Geology Laboratory
9 College (Erckmann House)	Family residence	Biology Laboratory and Administrative Offices
40 Coming (Rivers)	Family residence	Health Center and Offices
185 Calhoun	Commercial Facility	Bookstore
45 Coming (Service Facilities)	Commercial Laundry	Security Office and Administrative Offices

Closure of Streets

To reduce the noise of vehicular traffic and improve pedestrian safety in the central area of the campus, the College has obtained permission from the City Council to close College and Green Streets. In this four city block area, the streets will be landscaped and utilized as pedestrian walkways.

BUSINESS AFFAIRS

Accounting

The College operating budget increased over 150 percent above the fiscal year 1971. As a result of this growth, the existing accounting system at the College proved inadequate.

With the cooperation of the management and staff of the Medical University, plans were made to adopt the financial information system of the Medical University. With the employment of an accountant, a key punch operator, and with the rental of a key punch and verifier, accounting and book-keeping operations were modified to the Medical University's programs and computer facilities.

Personnel

The Personnel Division was established at the College of Charleston on July 1, 1971. A clerk assistant position to the Director was also established. Total classified personnel on the payroll at the end of fiscal year 1972 is 118, reflecting an increase of 46 classified employees over the previous year.

The Personnel Division maintains close liaison and coordinates all personnel actions with the State of South Carolina personnel division. Responsibilities of the Division encompass the duties of recruiting all full time and part time classified employees, the personnel policies, and maintaining personnel records including leave records in compliance with the State of South Carolina classification and compensation system.

The division is also responsible for coordinating the Blue Cross/Blue Shield Insurance Program for the College as well as the Faculty and Administrative Staff Life Insurance Program.

Purchasing

Central purchasing is conducted by the Director of Purchasing. The work load has increased 57 percent this year. Pur-

chase orders placed during FY 1972 numbered 2,292 compared to 1,452 FY 1971.

A central stores warehouse was established with functions of central receiving and shipping, stocking, issuing, and delivering common use items. This enables the College to purchase in large quantity lots with a result in cost savings of approximately 25 percent. In addition, the central stores maintains a pool of training devices and audio-visual aids for use by the Faculty.

Physical Plant

The Physical Plant expenditures increased from \$139,115 in 1971 to \$569,865 in 1972. The major efforts during the year were placed in areas of improving the physical conditions of the buildings and equipment on campus. Neglected maintenance over the last several years resulted in major deterioration of the Physical Plant.

During the year, Physical Plant personnel increased from 16 to 56, including a Director of Physical Plant. With these additional employees, a full-preventive maintenance program was established. A job order cost system was also implemented to provide detailed costs of work performed.

Motor Pool

A motor pool was organized under the supervision of the Physical Plant during the year. The vehicles available for faculty, staff, students and maintenance personnel are as follows: Three 9-passenger station wagons, one sedan, four minibuses, and five maintenance vehicles.

A shuttle bus service for students is provided between the Municipal Auditorium parking lot (special arrangement with the City Officials) and the College. Also, bus services are provided between the College campus and the Grice Marine Biology Laboratory on Fort Johnson, plus numerous field trips for student groups.

Parking

On campus parking, as at other urban colleges, is extremely limited. A charge is assessed to students, faculty, and staff for the privilege of on campus parking. There are less than 250 spaces available on campus. Accordingly, the Board of

Trustees approved a policy of restricting parking to off campus locations. With the generous assistance and full cooperation of the Mayor and City Council of Charleston, approximately 500 off campus parking spaces have been made available without charge between 6:00 a.m. to 6:00 p.m. at the Municipal Auditorium. As a service to the members of the College community, an extensive shuttle bus service is provided to transfer College personnel from the off-campus parking facility to the campus at no charge, a distance of some six city blocks. The College community is utilizing this service extensively.

Security

In the past security at the College has been extremely limited. The expansion of the physical plant and the rapidly increased enrollment required more reliable security for the safety and safeguarding of personnel and property. These requirements include 24 hour a day, 7 day a week security force on campus. The Director of Security and six security officers were employed during the year and plans were implemented to employ six additional officers for the next fiscal year. Security communications include Motorola 2-way radio equipment, one unit per officer, with the base unit operated by the College's central switchboard operator.

Auxiliary Enterprises

These functions encompass the responsibilities for the management and operation of the cafeteria, snack bar, book store, vending machines, and the business affairs for all dormitories.

1. *The Book Store* was relocated at the beginning of the year with a net increase in floor space of 1,444 square feet. This resulted in a walk-in store and provided for a better display of merchandise. These improvements were well accepted by the students, and sales reflected an increase of over 100 percent over the previous year.

2. Sales in the snack bar increased 50 percent over the previous year. This resulted primarily from increased student body and the relocation of the book store which permitted additional seating capacity.

3. The Cafeteria operation remained unchanged during the past year, primarily due to the limited seating capacity restricting the number of students that could be fed. The Cafeteria was renovated during the summer thereby increasing the seating from 94 to 144.

4. The Residence Halls space remained unchanged from the previous year. However, during the summer five buildings will be renovated and furnished for student housing. Current capacity is 102 women and 110 men.

FINANCIAL REPORT—FISCAL YEAR 1971-1972

OPERATING FUNDS

	Approved Budget	Actual Expenditures
Education and General Revenue (Act)		
Student Fees	\$ 877,265	\$ 877,265
State Appropriation	1,997,986	1,997,986
Other Revenue	13,508	11,483
Total Revenue	<u>\$2,888,759</u>	<u>\$2,886,734</u>
Educational and General Expenditures (Act)		
Administrative and General	\$ 416,595	\$ 409,583.08
Academics	1,531,722	1,491,083.74
Library	416,679	415,507.56
Physical Plant	522,669	569,839.93
Total	<u>\$2,887,665</u>	<u>\$2,886,734.31</u>

CAPITAL IMPROVEMENT FUNDS

Revenue

State Capital Improvement Bonds	\$5,785,000
Student & Faculty Housing Revenue	
Bonds	1,100,000
Plant Improvement Bonds (Library)	900,000
Federal Grants (Library & Science Center)	414,000
Donations (Science Center)	80,000
Total Revenue	<u>\$8,279,000</u>

EXPENDITURES AND OBLIGATED FUNDS

Capital Improvement Projects	\$8,279,000
Total	<u>\$8,279,000</u>

STATISTICS

TOTAL ENROLLMENT			
	1970	1971	± Change
Head Count	1040	2252	+ 1212
Full Time Equivalent (Based on 15 Semester Hours)	796	1466	+ 670
% of Increase or Decrease in Head Count			+ 116%
% of Increase or Decrease in FTE			+ 84%

ENROLLMENT BY TYPE OF STUDENTS			
	1970	1971	± Change
College Day	633	1023	+ 390
Nursing	139	187	+ 48
Allied Health	38	13	- 25
Evening	68	233	+ 165
Community Service	162	796	+ 634

ENROLLMENT BY CLASS			
	Fall 1970	Fall 1971	± Change
Freshmen	218	511	+ 293
Sophomore	193	288	+ 95
Junior	164	164	
Senior	68	112	+ 44
Other	397	1177	+ 780

ENROLLMENT BY SEX			
	Fall 1970	Fall 1971	± Change
Total Head Count	1040	2252	+ 1212
Male			
Part Time	58	321	+ 263
Full Time	320	426	+ 106
Total	378	747	+ 369
Male Percent of Total Head Count	36%	33%	- 3%
Female			
Part Time	339	1115	+ 776
Full Time	323	390	+ 67
Total	662	1505	+ 843
Female Percent of Total Head Count	64%	67%	+ 3%

STUDENT CHARACTERISTICS			
	1970	1971	± Change
White Full Time	610	748	+ 138
Black Full Time	33	68	+ 35
White Part Time	289	898	+ 609
Black Part Time	108	538	+ 430
State Residents	935 (90%)	2121 (94%)	+ 1186 (4%)
Out of State Residents	105 (10%)	131 (6%)	+ 26 (-4%)

FACULTY CHARACTERISTICS			
	Fall 1970	Fall 1971	± Change
Professors	9	11	+ 2
Associate Professors	8	12	+ 4
Assistant Professors	29	41	+ 12
Other	5	15	+ 10
Percent with Terminal Degrees	62%	73%	+ 11%
Course Offerings	334	471	+ 137
Credit Hour Production	11947	21994	+ 10047
Average Scheduled Weekly Teaching Hours	12.5	12.8	+ .3
Average Class Size	21.31	22.81	+ 1.50

FTE STUDENT TO FTE INSTRUCTIONAL (OR TEACHING) RATIO			
	Students	Faculty	Ratio
FALL 1970	796	52.91	15:1
FALL 1971	1466	90.34	18.2:1

AVERAGE SALARIES OF INSTRUCTIONAL FACULTY			
	1970	1971	± Change
Professor	\$14,626	\$15,200	+ \$574
Associate Professor	12,659	12,358	- 301
Assistant Professor	9,728	10,398	+ 670